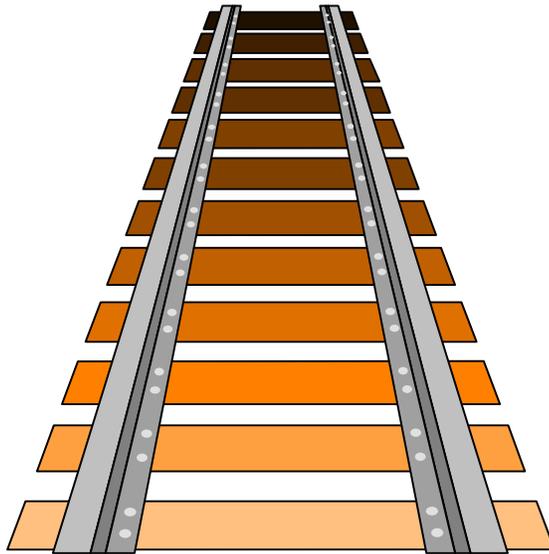


# KEEPING YOUR JOB ON TRACK



WHEN WORKING WITH A RAILROAD

## **PREFACE**

The purpose of this booklet is to provide the Department of Transportation's contractors and field personnel with concise interpretations of existing laws, Standard Specifications, policies and best practices. Those portions required by statute, specification or policy will be denoted by the word "shall" preceding the interpretation. Those portions that denote a best practice will be denoted by the word "may" preceding the interpretation.

The most important necessity when dealing with representatives of the rail industry is an appropriate attitude. The rail industry is a large component in the transportation industry in the state. The 38 railroads in the State of Illinois (2<sup>nd</sup> in the nation in number of railroads) are a major industry. They currently operate on 7,261 miles of track (2<sup>nd</sup> in the nation in miles of track). They employ 19,332 Illinois citizens with a total annual salary of \$1,154,056,000. Approximately 116,461,658 rail tons of freight originated in the state (ranked 3<sup>rd</sup> in the nation) and approximately 179,651,210 rail tons of freight terminated in the state (ranked 2<sup>nd</sup> in the nation). The rail industry is also a major property owner in the state. As a general rule, the railroad owns the property over which a highway passes, either "at-grade" or by a grade separation structure.

The above cited facts should provide the contractor or field personnel with the impetus to work with representatives of the rail industry with consideration and respect. Communication, patience and understanding will greatly reduce the possibility of costly delays.

### Before Bidding

When the job has a railroad facility located on or adjacent to the work, before submitting a bid contractor should:

- Determine which railroad it is. This sounds easier than it is because many times a rail company will allow another rail company to use its tracks. If you are in doubt as to which railroad to contact, contact the IDOT District Project Support Engineer. A list of the District PSE's and their telephone numbers is attached.
- Contact the appropriate railroad(s). Railroad contacts are included in the job's Special Provisions or a list of all the railroads in the state will be made available to you, upon request.
- Set up a meeting with the railroad contact at the job site. This would be an excellent time to ascertain the railroad's requirements as to railroad flaggers, clearances, engineering inspection and other concerns. It will also be an excellent time to raise any special needs you may have such as temporary at-grade crossings.

### Preparing Your Bid

When preparing a bid the contractor should consider the following:

- Does the railroad have any work to do prior to the start of your job?
- Will the railroad's work get completed and if not, does it affect your bid?
- Do you want a temporary crossing? Is the railroad agreeable to this? How does it affect your bid if they refuse to allow it?
- Are there railroad wire lines near the site? Are they supposed to relocate them prior to construction? If they haven't relocated them, will it affect your progress and/or bid?
- Is there work included in your job that requires railroad field inspection? If so, will scheduling the inspections affect your progress and/or bid?

## You've Been Awarded the Job

Before entering upon the railroad's property, the contractor:

- Shall secure a fully executed "Right of Entry" permit from the railroad, if required by the railroad (Art. 107.04 Std. Specs.).
- Shall confer with the Railroad Engineer about railroad requirements relative to clearances, operation and general safety issues (Art. 107.04 Std. Specs.).
- Shall provide the Department\* two copies(1 original and 1 certified copy) of the insurance policy required. These **shall be provided to the Department NOT the railroad** (Art. 107.11 Std. Specs.)
- Shall **NOT** enter upon the railroad's property for construction work or preparatory the work until insurance approval has been received from the **Department.** Please note: entering the railroad's property prior to receiving such approval shall be just cause for cancellation of the award and forfeiture of the proposal guaranty (Art. 107.11 Std. Specs.).

\*The insurance copies shall be hand delivered or mailed to:

Mr. James R. Duncan  
Chief Contract Official  
Illinois Department of Transportation  
2300 South Dirksen Parkway, Rm. 326  
Springfield, Illinois 62764

If you have any questions call: (217) 782-7806

During construction, the contractor:

- Shall be aware that in all matters concerning the safety of the railroad's traffic are concerned, the railroad's engineer shall have jurisdiction and his/her decisions as to safety measures, methods and procedures used on railroad property are final and the contractor working on railroad property shall be governed by such decisions (Art. 105.02 Std. Specs.).
- Shall perform **all** work on railroad property in a manner satisfactory to the railroad's engineer (Art. 107.12 Std. Specs.).
- Shall not interfere with the movement of trains or traffic on the railroad's property without consent of the railroad (Art. 107.12 Std. Specs.).
- Shall not disturb, in any manner, the railroads embankment, structures or tracks without approval and consent of the railroad (Art. 107.12 Std. Specs.).
- Shall obtain the services of a railroad flagger at any time the contractor's operations encroach upon railroad property and is required by the railroad (Art. 107.12 Std. Specs.).
- Shall provide a **minimum** 48 hours advance notice to the railroad of the need of a flagger and the duration of the need (Art. 107.12 Std. Specs.).
- May collaborate with the State's Engineer to verify the accuracy of the railroad's flagger bill
- Shall promptly pay to the railroad the costs of providing the railroad flagger. The department will reimburse the contractor for the costs incurred plus 5%. The cost of providing a flagger at a temporary crossing used for moving material or

equipment across the railroads tracks will not be reimbursed (Art. 107.12 Std. Specs.).

- Shall neither reduce the existing vertical clearance in any manner nor reduce the horizontal clearance to a dimension less than 8 1/2 ft. from the centerline of the tracks measure at right angles, if the job includes work on a grade separation structure. If lesser clearances are necessary, the contractor shall obtain written permission from the railroad and the Department shall obtain written permission from the Illinois Commerce Commission prior to the reduction of the clearances (Art. 107.11 Std. Specs.).

### The Job Is Complete, Now What?

Before the job is considered complete, the contractor:

- Shall restore all railroad property to a condition equal to that which existed prior to the start of construction (Art. 107.20 Std. Specs.)
- Shall obtain a final bill from the railroad for flagger costs and promptly pay the railroad. If the contractor has difficulty obtaining a final bill from the railroad, contact the railroad's billing department and attempt to resolve the issue. If this does not resolve the issue, contact the District Project Support Engineer for assistance. A list of District PSE's is attached.

# PROJECT SUPPORT ENGINEERS

## District One

John Fortmann  
201 West Center Court  
Schaumburg, Illinois 60196-1096  
Telephone: (847) 705-4385

### Counties

Cook  
DuPage  
Kane  
Lake  
McHenry  
Will

## District Two

Masood Ahmad  
819 Depot Avenue  
Dixon, Illinois 61021-3546  
Telephone: (815) 284-5353

### Counties

Boone	Lee
Bureau	Ogle
Carroll	Rock Island
DeKalb	Stephenson
Henry	Whiteside
JoDaviess	Winnebago

## District Three

Amy Reed  
700 East Norris Drive  
Ottawa, Illinois 61350—697  
Telephone: (815) 434-8453

### Counties

Ford	Livingston
Grundy	McLean
Iroquois	Marshall
Kankakee	Putnam
Kendall	Woodford
LaSalle	

## District Four

Randy Hopper  
401 Main  
Peoria, Illinois 61602-1111  
Telephone: (309) 671-3496

### Counties

Fulton	Peoria
Henderson	Stark
Knox	Tazewell
McDonough	Warren
Mercer	

## District Five

Kevin Knoepfel  
13473 IL Hwy. 133, POB 610  
Paris, Illinois 61944-0610  
Telephone: (217) 465-7319

### Counties

Champaign	Edgar
Clark	Macon
Coles	Moultrie
Cumberland	Piatt
DeWitt	Shelby
Douglas	Vermilion

District Six

Sue Graham  
126 East Ash St.  
Springfield, Illinois 62704-4792  
Telephone: (217) 782-4501

Counties

Adams	Menard
Brown	Montgomery
Cass	Morgan
Christian	Pike
Hancock	Sangamon
Logan	Schuyler
Macoupin	Scott
Mason	

District Seven

Teri Petersen  
400 West Wabash  
Effingham, Illinois 62401-2699  
Telephone: (217) 342-8317

Counties

Clay	Jefferson
Crawford	Lawrence
Edwards	Marion
Effingham	Richland
Fayette	Wabash
Hamilton	Wayne
Jasper	White

District Eight

Gwen Lagemann  
1102 Eastport Plaza  
Collinsville, Illinois 62234-6198  
Telephone: (618) 346-3181

Counties

Bond	Madison
Calhoun	Monroe
Clinton	Randolph
Greene	St. Clair
Jersey	Washington

District Nine

Greg McLaughlin  
State Transportation Building, POB 100  
Carbondale, Illinois 62903-0100  
Telephone: (618) 549-2171

Counties

Alexander	Perry
Franklin	Pope
Gallatin	Pulaski
Hardin	Saline
Jackson	Union
Johnson	Williamson
Massac	